User Documents

of the Repository of OJSC 'Saint Petersburg Exchange'

Client Area

of the Repository of

OJSC "SAINT PETERSBURG EXCHANGE"

USER MANUAL

2013

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1. General Information

The Repository's Client Area is a website to support an information exchange between a client and the Repository.

ATTENTION! The Repository's Client Area uses only Internet Explorer version 7 and newer.

2. Logging in the Client Area

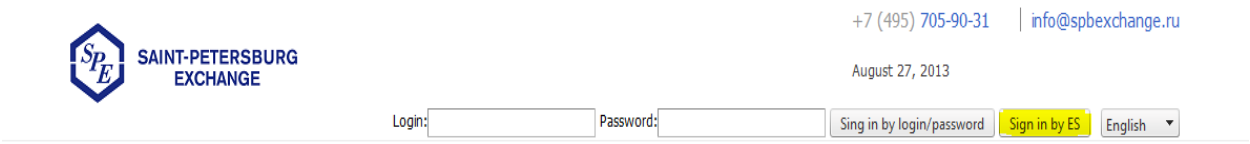
To log in the Client Area, please follow the link:

http://194.247.137.3/Repository for the test profile or

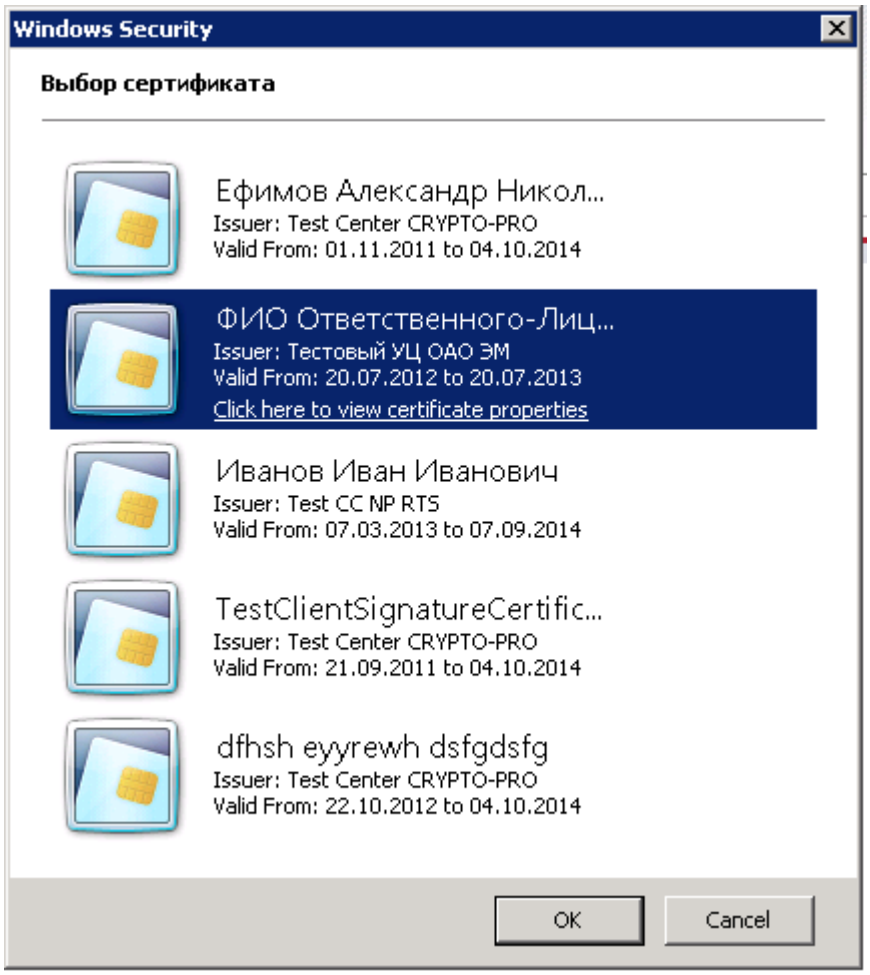
http://194.247.132.133/Repository for the operational profile

2.1. Logging in with the use of EDS

To log in with the use of ES, please click on the appropriate website button:



In the opened window, please select the signature for you to log in:

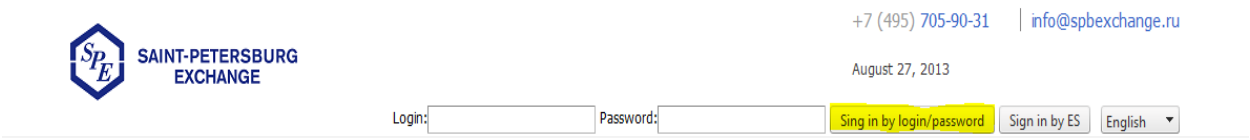


If the window does not open or contains no required signature, please contact the EDS provider as the signature has been installed incorrectly.

Having selected the signature, please press OK in the signature selection window and you will be transferred to your Client Area.

2.2. Logging in with the Use of Login and Password

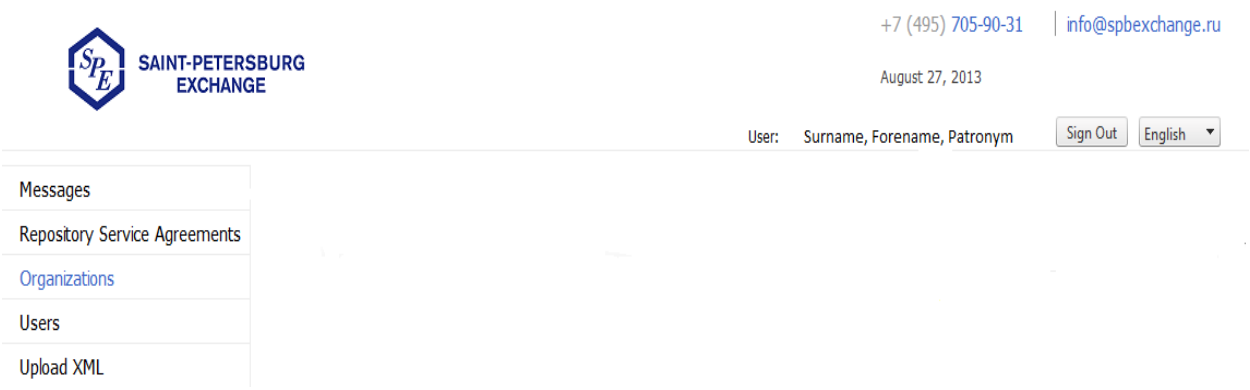
To log in using a login and a password, please fill in the respective fields and click on the appropriate button:



You will be transferred to your Client Area.

3. Client Area

The Client Area interface looks as follows:



3.1. Upper Section

The upper section specifies the current date and information on the user on whose behalf you operate in the system:

To exit the system, please click on the 'Log out' button.

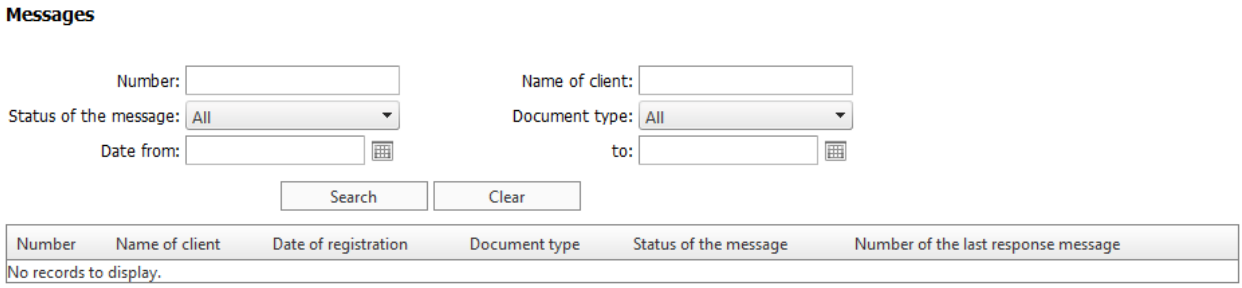
3.2. System Menu

The system menu looks as follows:

Section	Description
Messages	This Section contains all messages, in which your company is a client or a notifying person
Companies	You can view information on your company in this Section
Users	You can view information on your company's users in this Section
XML Loading	You can send files to the Repository in this Section (this option is only available to the users who log in with the use of EDS)

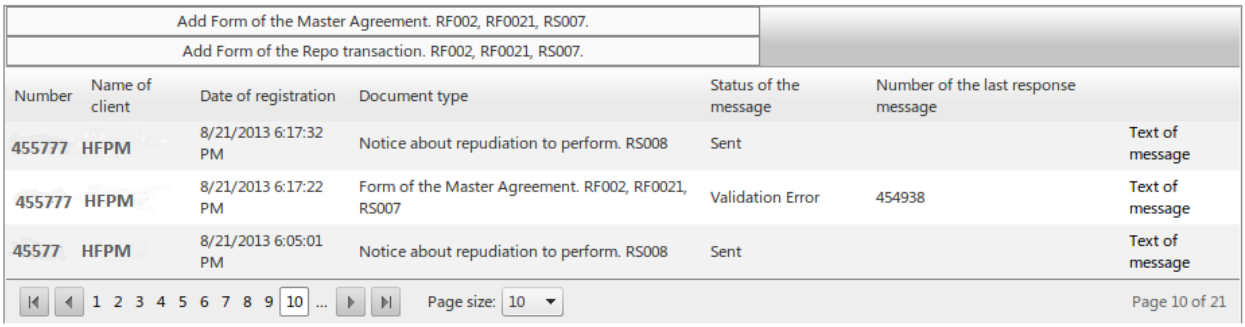
3.2.1. Messages

A search for messages is carried out with the use of the following form:



Field	Description
Number	You can indicate the sought message number in this field
Name of client	You can indicate the name of the company the message is sent by in this field
Status of the message	You can select the status of messages to be shown in your search results in this field
Document type	You can select the type of documents to be shown in your search results in this field
Date (from…. to …)	You can specify the dates to search for messages
Search	Upon clicking on this button, search for messages starts
Clear	To clear the search form

Messages will be shown in the Table below:


Add Form of the Master Agreement. RF002, RF0021, RS007.
Add Form of the Repo transaction. RF002, RF0021, RS007.
Number
Name of client
Date of registration
Document type
Status of the message
Number of the last response message
455777 HFPM 8/21/2013 6:17:32 PM Notice about repudiation to perform. RS008 Sent Text of message
455777 HFPM 8/21/2013 6:17:22 PM Form of the Master Agreement. RF002, RF0021, RS007 Validation Error 454938 Text of message
45577 HFPM 8/21/2013 6:05:01 PM Notice about repudiation to perform. RS008 Sent Text of message
1 2 3 4 5 6 7 8 9 10 ...
Page size: 10
Page 10 of 21

Field	Description
Number	Message number
Client name	Name of the company the message is sent by
Registration date	Message registration date
Document type	Document type
Message status	Current message status
Last response message number	Number of the last message containing a response to this message
Message text	Upon clicking on this link, you can view the message itself

3.2.2. Companies

Information on the company is available in the Table below:

Organizations

Name	Code	Category	Date of receipt of repository code
ОАО Тестбанк	TEST01	Individual	1/1/1900 12:00:00 AM

3.2.3. Users

Information on the users is available in the Table below:

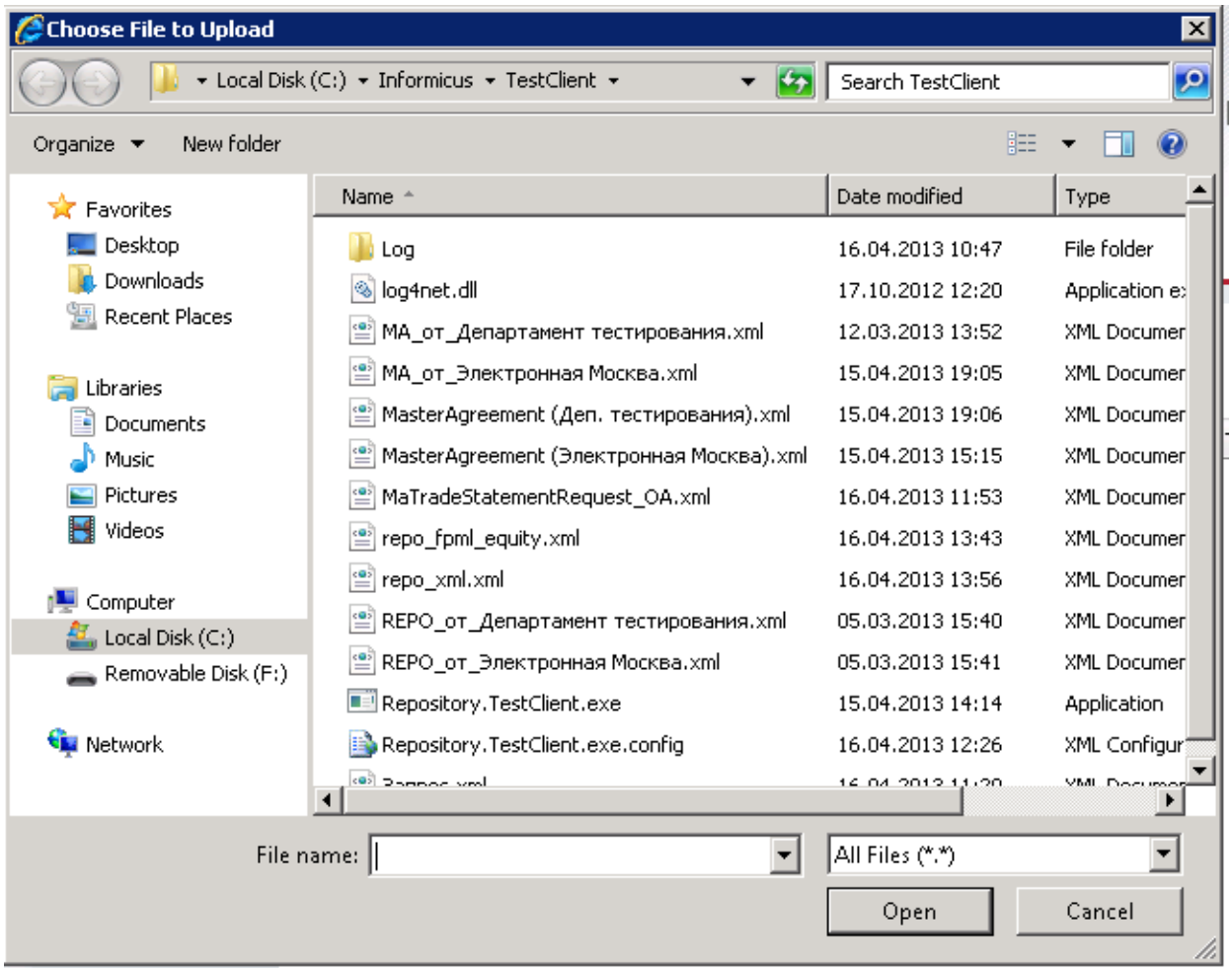
Users

Name	Email	Password	Role
Surname, Forename, Patronym	e-mail address		Reporting Party user

3.2.4. Xml Loading

A document can be loaded with the use of the following interface:

Click on the ‘Select’ button, and then select a document in the following window:



Having selected the document, please click on the ‘Send’ button.